



Minutes NV IT Operations Committee (NITOC)

DATE	November 14, 2002
TIME	1:00 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Alisanne Maffei, Co-Chair, Strategic Plan	✓
Kathy Ryan, Chair, ITPOC	✓	Bill Vance, Co-Chair, ITPOC	✓
Chuck Connor, Chair, IT Workforce		Vacant, Co-Chair, IT Workforce	
Mark Blomstrom, Chair, Tech. Standards & Architecture	✓	Dave McTeer, Co-Chair, Tech. Standards & Architecture	✓
Teri J. Mark, Chair, NERC	✓	Jeff Kintop, Co-Chair NERC	✓
Alan Rogers, Chair Justice IT Integration	✓	Vacant, Co-Chair Justice IT Integration	
Donna Crutcher, Chair, Security	✓	Dana Hines, Co-Chair, Security	✓

Other attendees

Name	Present	Name	Present
Pam Sutton, DoIT	✓	Dorothy Martin	✓

CALL TO ORDER

Terry Savage called the meeting to order at 1 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

The minutes of the October 10 meeting were reviewed. A MOTION WAS MADE BY DONNA CRUTCHER AND SECONDED BY BILL VANCE TO APPROVE THE MINUTES AS WRITTEN. MOTION CARRIED.

CHAIRMAN REPORT

- Terry reported on his recent Cabinet Meeting. He said the Governor said the main issue for this session is budget and that there is a definite need to have a change in the pattern of revenue for the State. All other bills will be secondary to the budget. Unfunded mandates will be forbidden. The Governor mentioned that although 911 saw a loss on economic growth, the state did not lose population or service demand. Terry announced that the Governor's State of the State is scheduled for January 20, 2003 and that all budget decisions will become final on December 9, 2002.
- Terry also reported on his attendance to a recent NASCIO Conference that he and Mark Blomstrom attended. Following the conference was a Homeland Security Seminar that they also attended. Both were very rewarding.

- Terry reported on the DoIT decentralization. He mentioned that due to the fact many agencies receive federal funds, decentralization did not make sense, however a study will be conducted to determine the best way to delivery services and recommendations will be presented for the FY06-FY07 budgets.
- Terry also mentioned that Bob Beers received support and funding for the Tech Expo scheduled for February 2003 and Terry asked that the governor's approval be confirmed.

DECISIONS¹

Item No.	Decision
1.	Donna Crutcher presented a revised Standard on Data Communications and Remote Connections 4.62(B) to include wireless. <u>A MOTION WAS MADE BY KATHY RYAN AND SECONDED BY DAVE MCTEER TO APPROVE. MOTION CARRIED.</u>
2.	Donna Crutcher presented a revised Standard on Security Personnel 4.04(B). After some discussion, it was agreed that this standard should be reviewed and approved by the Attorney General's office and then returned to NITOC for approval.
3.	Pam Sutton presented a policy on Online Privacy 3.03(A) along with its supporting impact statement. This policy replaces the existing privacy policy 5.7. <u>A MOTION WAS MADE BY DONNA CRUTCHER AND SECONDED BY DAVE MCTEER TO APPROVE WITH THE FOLLOWING CHANGES. MOTION CARRIED WITH CHANGES.</u> <i>Changes:</i> <ol style="list-style-type: none"> 1. Change Title to "State Online Privacy Policy" 2. Add the definition of a portal to the list. 3. Non compliant should report to Nevada State CIO 4. 6.1.5 heading should be changed to "Public Disclosure" 5. Remove link to security policies 6. Release with changes after receiving approval by the Attorney General's Office.
4.	Pam Sutton presented a policy on Agency Online Privacy Policy Guidelines 3.04(A), along with its supporting impact statement. <u>A MOTION WAS MADE BY DONNA CRUTCHER AND SECONDED BY DAVE MCTEER TO APPROVE WITH THE FOLLOWING CHANGES. MOTION CARRIED WITH CHANGES.</u> <i>Changes:</i> <ol style="list-style-type: none"> 1. Take out the word "guidelines" from the title 2. Add the definition of a portal to the list 3. Remove the link to security policies 4. Spell check document, proof thoroughly, fix number sequence. 5. Release with changes after receiving approval by the Attorney General's Office.
5.	Discussion was held on the <u>2.08 Interim Standard on Personal Computer Software Replacement and Upgrades</u> . The Budget Division had concerns about the state's economic situation to push agencies to suggest upgrading software on a 2-year cycle. Several suggestions for amending the standard were suggested such as adding the line "subject to available funds" or having several categories based on the type of user. It was agreed that the standard should not apply to the FY04/05 budget and it was agreed to suspend the standard for that time frame. <u>MOTION CARRIED.</u>

¹ *Decision:* Reaching a conclusion... particularly in response to a course of action.

AGENDA ITEMS

1.	Mainframe Discussion – All Bill Vance (DETR) indicated that the Computing Unit's Current Status and Future Strategies Report (dated 11/22/02) concerned his directors and others within his agency. Bill felt the state is being coerced into spending money it does not have. He also mentioned that since he requested this be an agenda item, he has become more comfortable with the presentation. Terry indicated that there is more of an expense to the state if we ignore the capacity problems facing us. Presenting reality was the goal of the meeting held with customers. Customers have to make decisions about their applications and fine-tune them as well. Teri Mark also mentioned the need to address records management and retention that may provide space for processing. Dave McTeer felt that the mainframe issue should be addressed to the IT Advisory Board at their next meeting. It was agreed that Dorothy Martin would distribute the Facility's timeline to NITOC members by the end of next week.
2.	NV Government Communications Conference – Mark Blomstrom Mark announced to the group a conference on communications was scheduled for December 3, 2002 and that online registration would be available for all to register.
3.	Security Budget Presentation – Donna Crutcher Donna shared with the group a security presentation that will be presented to the budget office and then will go forward up the chain for approval. Copies of the presentation were distributed. Members gave Donna suggestions for editing the slide of Virus Protection, page 2. Change wording from "Cost:" to "Cost of a Virus Infection", rounding costs to the dollar, and removing 30%.
4.	IT Community Disaster Recovery Survey – Maggie Thorne Maggie reported that Kathy Ryan was the only member responding to her request to test the survey. Members were requested to complete the survey when they returned to their offices and Maggie was instructed to release the survey to the IT Community Group (IT reps from all state agencies) at the end of the month.

COMMITTEE REPORTS

1.	Because of time constraints, not committee reports were given.
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ACTION ITEMS²

Item	Opened	Description	Assigned	Due	Closed
7.	7/11/02	Prepare Preface for e-Gov Plan.	Pam Sutton	11/14/02	
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	11/14/02	
11.	10/02/02	Maggie will put together a generic computer policy manual for State use (similar to DPS's sample that Alan Rogers provided). Committee members will review the DPS manual and be prepared to add any additional information they would like to see in the generic edition.	Maggie Thorne All members	5/01/03	11/14/02 Postponed for 6 months
13.	11/14/02	Dorothy Martin to distributed Facility's timeline to all NITOC members.	Dorothy Martin	11/21/02	

OTHER ISSUES

None

ADJOURNMENT

The meeting was adjourned at 4:15 pm. Next meeting scheduled for December 12th

² *Action Item:* A commitment to complete an action or an assignment.

